![A logo with blue text and orange text

Description automatically generated with medium confidence]()

958 McEver Road, Suite D-9  
Gainesville, GA 30504Georgia   
Phone: (770) 538-0909  
admin@rotarydistrict6910.org

**District Governor Bobby Hildreth**

**Rotary Year 2024-2025**

|  |  |
| --- | --- |
| Submitted by:  Date Submitted:  Make check payable to:  Mail to: | **Expense Report Period/Dates** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Invoice #** | **Company/Name** | **Coding** | **Amount** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  | **Total** |  |

**Office Use Only**

Approved By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Check Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Check Mailed: \_\_\_\_\_\_\_\_\_\_\_

* Mileage reimbursement rate – 2024 – 67 cents/mile

2025 - 70 cents/mile

* Coding column must be completed to expedite reimbursement processing.
* We need to know where to charge this expense to (i.e. Travel, Event, Training, etc.)
* Include legible, detailed receipts.

Mail To:

Rotary District 6910

958 McEver Road, Suite D-9

Gainesville, GA 30504

Or email to: [admin@rotarydistrict6910.org](mailto:admin@rotarydistrict6910.org)